

# **Travel & Expense Account Transmittal Sheet**

## **After Approval, Mail Receipts To**

Parks and Recreation  
P.O. Box 942896  
Sacramento, CA 94296



Employee Name	COLEMAN, Ruth
Expense Dates	09/07/09-09/12/09
Total Expense Amount	1908.05
Amount Due Employee	520.25
Form ID	TEA000554940

## **DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/07	O/S Lodging	77.85	
2)	09/08	O/S Lodging	77.85	
3)	09/08	O/S Incidentals	6.00	
4)	09/09	O/S Lodging	77.85	
5)	09/09	O/S Incidentals	6.00	
6)	09/10	O/S Lodging	77.85	
7)	09/10	O/S Incidentals	6.00	
8)	09/11	O/S Lodging	77.85	
9)	09/11	O/S Incidentals	6.00	
10)	09/12	O/S Incidentals	6.00	
11)	09/12	O/S Parking, Auto	51.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

**Travel & Expense Account  
Transmittal Sheet**

**TRIP EXCEPTION(S)**

	Item	Exception	Response
1)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

**EXPENSE EXCEPTION(S)**

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved  
by:

\_\_\_\_\_  
Michael F HARRIS

# **Travel & Expense Account Summary**

Employee Name                      Ruth COLEMAN  
Expense Dates                      09/07/09-09/12/09  
Report Name                        NASPD 9-7 to12, 09

Request Total \$    1908.05  
Direct Charge Total -    1387.80  
Travel Advances -    0.00  
Net Due Employee =    520.25

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-State Sponsored Conference/Convention	NASPD 9/709	1908.05

DATE	Mon Sep 7	Tue Sep 8	Wed Sep 9	Thu Sep 10	Fri Sep 11	Sat Sep 12				TOTAL
O/S Lunch	10.00	10.00								20.00
O/S Lodging	77.85	77.85	77.85	77.85	77.85					389.25
O/S Dinner	18.00									18.00
O/S Breakfast		6.00				6.00				12.00
O/S Incidentals		6.00	6.00	6.00	6.00	6.00				30.00
O/ S Commercial Air Fare (d)						1387.80				1387.80
O/ S Parking, Auto						51.00				51.00
TOTALS \$	105.85	99.85	83.85	83.85	83.85	1450.80				1908.05

<p style="text-align: center;"><b>Travel &amp; Expense Account Summary &amp; Detail</b></p>
---

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-State Sponsored	NASPD 9/709	09/07/09	O/S Lunch	10.00	Cash
Non-State Sponsored	NASPD 9/709	09/07/09	O/S Lodging	77.85	Cash
Non-State Sponsored	NASPD 9/709	09/07/09	O/S Dinner	18.00	Cash
Non-State Sponsored	NASPD 9/709	09/08/09	O/S Breakfast	6.00	Cash
Non-State Sponsored	NASPD 9/709	09/08/09	O/S Lunch	10.00	Cash
Non-State Sponsored	NASPD 9/709	09/08/09	O/S Lodging	77.85	Cash
Non-State Sponsored	NASPD 9/709	09/08/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASPD 9/709	09/09/09	O/S Lodging	77.85	Cash
Non-State Sponsored	NASPD 9/709	09/09/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASPD 9/709	09/10/09	O/S Lodging	77.85	Cash
Non-State Sponsored	NASPD 9/709	09/10/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASPD 9/709	09/11/09	O/S Lodging	77.85	Cash
Non-State Sponsored	NASPD 9/709	09/11/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASPD 9/709	09/12/09	O/S Breakfast	6.00	Cash
Non-State Sponsored	NASPD 9/709	09/12/09	O/S Incidentals	6.00	Cash
Non-State Sponsored	NASPD 9/709	09/12/09	O/S Commercial Air Fare	1387.80	Direct Charge
Non-State Sponsored	NASPD 9/709	09/12/09	O/S Parking, Auto	51.00	Cash